

Boxes 1 – 7 and Box 10 MUST be completed! Payroll Services MUST also complete Boxes 11 – 13.

Transmittal for Virginia W-2 Information on Magnetic Media (See last page for instructions.)		1. Tax Year: 2 0 ____ Total Virginia Taxes Withheld \$ _____
2. FEIN of Transmitter _____	3. Number and type of reporting medium _____ 3480 or 3490 Cartridge _____ CD _____ Diskette	4. Transmitter's magnetic media inventory numbers (if any) _____
5. Form VA-6 <u>OR</u> Business iFile confirmation # _____ (CHECK ONE) ____ Enclosed ____ Sent by mail / iFile ____ Will be mailed later		6. Total Number of Customer Records _____
7. Name and address of transmitter, include street, city, state and zip code: Telephone Number (_____) _____ Email Address _____		
8. Name and address of payroll contact, if different from Box 7: Telephone Number (_____) _____ Email Address _____		
9. Name and address of programming contact, if different from Box 7: Telephone Number (_____) _____ Email Address _____		
10. I declare that I have examined this information and to the best of my knowledge and belief it is true, correct and complete. _____ SIGNATURE _____ DATE		

Send the magnetic media package with a copy of the transmittal to:

VIRGINIA DEPARTMENT OF TAXATION
W-2 PROCESSING
P.O. BOX 1278
RICHMOND, VIRGINIA 23218-1278

VIRGINIA EMPLOYER INCOME TAX WITHHOLDING RECAP OF FILES SUBMITTED

11. Total Number of Employer Files Reported			
12. Employer's Name	Employer's FEIN	Total Virginia Tax Withheld	Number of Customer Records
13. Total Employer Income Tax Withheld			

(Attach additional "Recap" pages as necessary.)

SPECIFIC INSTRUCTIONS FOR THE W-2 MAGNETIC MEDIA TRANSMITTAL FORM

- BOX 1** Enter the Tax Year of the W-2 data and the Total Virginia Taxes withheld and reported to VA TAX.
- BOX 2** Enter your 9-digit IRS-assigned Federal Employer Identification Number (FEIN).
- BOX 3** Enter the number of 3480 or 3490 cartridges, CDs, or diskettes sent in this transmittal.
- BOX 4** Enter the inventory number of each diskette or CD. If this Box is not applicable, leave it blank.
- NOTE:** The inventory number is any identification number you assign. Multiple diskettes or CD files must be CLEARLY MARKED as multiple diskettes or CDs of the same file ("VOL 1 of 3", "VOL 2 of 3", etc.).
- BOX 5** Indicate if Form VA-6 is enclosed, already mailed or Business iFiled, or will be mailed later. Include the iFile confirmation number if applicable.
- BOX 6** Enter the total number of all customer records listed on the file.
- BOX 7** Enter your name, address, phone number and email address.
- BOX 8** Enter the name, address, phone number and email address of your payroll contact, if different from Box 7.
- BOX 9** Enter the name, address, phone number and email address of your programming contact, if different from Box 7.
- BOX 10** Sign and date the declaration statement.
- NOTE:** If you are submitting W-2 information for an employer other than yourself, you MUST fill out Boxes 11, 12 and 13 on the second page of the transmittal.
- BOX 11** Enter the total number of Employers listed on the file.
- BOX 12** List the employers name, FEIN, the total Virginia tax withheld as reported on the Magnetic Media medium and the number of customer records in that employer's file.
- BOX 13** Total taxes withheld in Box 12. This amount must equal the amount in Box 1.

Mailing Magnetic Diskettes and CDs

Place the transmittal form and the magnetic media diskette, in a mailer with proper padding to prevent damage in transit. Specially-sized mailers for CDs and diskettes are available commercially. Insert each diskette in its own protective sleeve before packaging. Mark the outside of the package "MAGNETIC MEDIA". ***DO NOT use paper clips, rubber bands or staples on the diskettes.*** Use only disposable mailers. CDs should be mailed using USPS approved CD Mailers.

We do not return special containers or acknowledge receipt of your magnetic media. If you require an acknowledgment, please send your file by U.S. Postal RETURN RECEIPT procedures.

Send the package with a copy of this transmittal to:

**VIRGINIA DEPARTMENT OF TAXATION
W-2 PROCESSING
P.O. BOX 1278
RICHMOND, VIRGINIA 23218-1278**